

TRAVEL TIPS

ATM Fees

Effective 16 August 2001, the fees for cash advances on the government travel card increased. The new fees are 3 percent of the cash advanced or \$2.00 which ever is more. Cash advance charge for a \$100 advance with a \$1.50 bank fee is:

$$\text{\$100.00} + \text{\$1.50} = \text{\$101.50} \times 3\% = \text{\$3.05}$$

Claim both the \$3.05 charge and the \$1.50 fee in block 18, reimbursable expenses, on your travel claim.



Hilda Johnson
RM, Finance &
Accounting Division

TRAVEL TIPS

Conference Fees

When TDY to a conference, registration fees authorized in the travel order or approved on a travel claim voucher are reimbursable.

You must indicate the meals included in the registration fee in block 19 (Government/Deductible meals) of your travel claim.

Proportional meal rate applies on any day that the cost of one or two meals is included in the registration fee.

Light refreshments (beverages, donuts, bagel, or like snacks) are not considered meals.



Dan Scarfo
RM, CMD Quality
Officer

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Use of Commercial Travel Office

It is **MANDATORY** DoD policy to use CTO's for all transportation requirements. A member who, **DESPITE** the DoD policy, procures common carrier transportation at personal expense is authorized reimbursement **LIMITED** to the amount the Government would have paid if the arrangements had been made directly through a CTO. Remember there is no fee to change CTO issued tickets!!!



Steve Breyfogle
RM, Finance &
Accounting Division

TRAVEL TIPS

MILEAGE REIMBURSEMENT RATES INCREASE!

Effective 21 January 2002, the mileage reimbursement rate for privately owned automobiles used during official travel increased to \$0.365. Reimbursement for motorcycle mileage is \$0.28 per mile.



**Jessica Rogers
HQ Team,
Resource Management**

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Mike Hamilton
Staff Accountant
RM, Finance & Accounting
Division

Lodging Taxes in CONUS

When traveling in United States and non-foreign OCONUS areas, taxes for lodging must be claimed separately as a reimbursable expense, in block of DD Form 1351-2.

Taxes on lodging outside the 50 states, District of Columbia, territories and possessions and the Commonwealths of Puerto Rico and the Northern Mariana Islands are not separately reimbursable. Therefore, total lodging costs should include taxes when traveling OCONUS.

TRAVEL TIPS

Government Travel Card

If you recently received your government travel card or have questions on how you can use your travel card, visit the GSA travel card [training program](http://fss.gsa.gov/webtraining/trainingdocs/traveltraining/index.cfm) website at:

<http://fss.gsa.gov/webtraining/trainingdocs/traveltraining/index.cfm>



Robyn Walick
RM, Management
Division

TRAVEL TIPS

Use **SPEED PAY** to make an electronic fund transfer payment (EFT) to Bank of America for your government travel charge card account. The process is simple:

- *Call 1-800-472-1424 (the customer service number from the back of the charge card).**
- *Tell the customer service representative that you want to make a SPEED PAY payment.**
- *Give the representative your bank routing number, checking account number, check number, and the amount you want to pay.**

**Payments post to your account within 24 hours.
As of 16 August 2001 there is a \$10.00 fee per transaction.**



**Hilda Johnson
RM, Finance &
Accounting Division**

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Lodging Success Program

Use of the Lodging Success Program (LSP) is mandatory for all personnel on official travel within any designated LSP locality. When LSP quarters are available, and other lodging is used, reimbursement will be limited to the cost of government quarters. Travelers performing TDY in the following areas must contact the Central Reservation Center at **1-800-GO-ARMY-1** to make reservations and to receive the LSP Contract Rate for the following areas:
National Capital Region; Hampton/Newport News, VA; Puerto Rico; Atlanta, GA; Miami, FL; & San Antonio, TX



Steve Breyfogle
RM, Finance &
Accounting Division

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Military Laundry and Dry Cleaning

Effective **01 Jan 2001** the reimbursement of Laundry, Dry Cleaning and Pressing is a new entitlement for soldiers on TDY. The soldier will be entitled to this reimbursement while on TDY travel within **CONUS** (not after returning to PDS) for at least 7 consecutive nights. The soldier will be reimbursed up to an average of **\$2.00** per day. Claims for reimbursement should be made on Block 18 of DD Form 1351-2.



Jessica Rogers
HQ Team,
Resource Management

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Rental Car Fuel

Never select the optional refueling charge from the rental car carrier. Rental vehicles should be refueled by the traveler prior to returning them. Pay by cash or charge to your Government travel card. Fuel charges should be listed as a reimbursable expense in Block 18 of DD 1351-2.



Dan Scarfo

**RM, CMD Quality
Officer**

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**Valerie Hall &
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RM, Programs & Budget
Division**

Split Disbursement Payment Option

Travelers can simplify the payment of their government credit card by selecting the split disbursement payment option on their settlement voucher which allows the paying office to EFT the amount specified by the traveler directly to Bank of America.

To request split disbursement, simply complete block 1, PAYMENT, of the DD Form 1351-2 by selecting payment by EFT and the split disbursement option. The traveler then specifies the dollar amount to send to their Government charge card account.

TRAVEL TIPS

Round-Trip to Airport

When a POC is driven round trip to drop-off or pick-up an employee at a transportation terminal, the employee responsible for paying POC operating expenses shall be paid mileage for the round-trip distance and reimbursed for ferry fares, road, bridge and tunnel tolls, and parking fees for the most direct route, not to exceed the cost of two one-way taxicab fares, including allowable tips.



**Mike Hamilton
Staff Accountant
RM, Finance & Accounting
Division**

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Q&A

1. Question: Since travel to Hawaii is considered OCONUS travel, would collision insurance for a rental car be considered a reimbursable expense?

Answer: No. Both the JTR and the JFTR, say “The cost of buying collision insurance is reimbursable only if the insurance is required by the rental agency to provide full coverage insurance but only when renting an automobile **outside** the United States.” The JFTR goes on to clarify that the United States includes all 50 states, District of Columbia, Commonwealths of Puerto Rico and Northern Mariana Islands, and United States territories and possessions.

2. Question: If I am renting a car for official travel and the rental car company charges an additional fee to allow other drivers to be able to drive the rental car, is this additional fee reimbursable?

Answer: No. Government travelers are renting the car using the Government Corporate Rate. When using this rate no other fee is charged for additional drivers. Show the rental car customer service representative a copy of your official orders. If you pay the additional fee, you will not be reimbursed.

If you have further questions, please call CPT Cleveland at 706-2111